



Unincorporated Association

Registered Charity Number 265351

## Trustees Report and Accounts

for the year ended

31<sup>st</sup> March 2014

## Table of Contents

	<b>Page</b>
Charity Information .....	1
Trustees Report .....	2
Organisation .....	3
Objectives and Activities .....	3
Achievement and Performance .....	3
Proceedings .....	3
Financial Review .....	4
Plans for Future Periods .....	4
Examiners Report .....	5
Statement of Financial Activities .....	6
Balance Sheet .....	7
Notes to the Accounts .....	8

## Charity Information

Address 27 Worlds End Hill  
Forest Park  
Bracknell  
Berkshire  
RG12 0XH

Bankers Metro Bank  
Windsor

Independent Examiners P. Sperling & Co.  
1 Morlew Yard  
Marsh Lane  
Taplow  
Berkshire  
SL6 0DF

## Introduction

The Trustees present their report and financial statement for the year ending 31<sup>st</sup> March 2014. This report is presented in accordance with the Statement of Recommended Practice, "Accounting and Reporting by Charities" (SORP), issued in March 2005.

The Charity is an Unincorporated Association (the Association), registered charity number 265351, governed according to the Constitution adopted 1972, as amended 1983, 2003, 2004, 2008, 2010 and 27/11/2012.

A Charitable Incorporated Organisation (the CIO) registered number 1153607 was established, during this year, to take forward the Charity's work. The financial statements for the CIO present the combined assets, liabilities and funds of the two legal entities as though they have always been part of the same organisation.

Any assets and obligations that have yet to be transferred are held or addressed by the Association on trust for the CIO. For example the Day Centre lease is held by holding trustees for the Association pending assignment to the CIO. The Association is otherwise dormant. All funds of the Charity having effectively been transferred to the CIO, the balance sheet herein shows zero funds at the end of the accounting period.

The Trustees consider this approach to be in the spirit of emerging best practice as described in module 27.12 of the exposure draft of the new SORP coming into effect from January 2015. This approach provides a clear comparative of the financial activities and financial position with previous reporting periods and we believe it is appropriate because:

- the CIO was formed expressly to take over the work of the charity;
- the two entities have the same name and address and are party to the same organisation;
- there is no significant change to the beneficiaries, purposes, or control of the organisation;
- according to independent legal advice: property, including funds, previously held on behalf of the Charity became vested in the CIO on registration under the Charities Act 2011 section 210(2); however
- for the Charity to continue its work until such time as transfer of assets and obligations was completed and the CIO had the means to operate, the Association needed to use those resources to continue operations and transactions on behalf of the combined entities; and furthermore
- to separately determine which entity was receiving or consuming funds would present an incomplete view of the charitable activities for the year.

## Statement of Trustees' responsibilities

The Charities Act 2011 requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP 2005;
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements.
- prepare the financial statements on the going concern basis unless it is inappropriate to do so

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## Organisation

The Trustees are:-

Mr Bob Pennell (chair)  
Mr Allan Emmett  
Mr John Clifton Thompson

The Charity Members are individuals and representatives of Voluntary Organisations or Statutory Authorities interested in furthering the work of the Charity. They meet at the Annual General Meeting (AGM) to appoint Trustees, receive the annual report, and make other important decisions such as changes to the Constitution.

The general control and management of the Charity is vested in the Trustees. There must be at least three and not more than ten Trustees. Decisions are made by simple majority of votes at a properly convened [Executive Committee] meeting.

Any Executive Committee Meeting or General Meeting of the Charity may appoint Trustees provided such Trustees are re-appointed or re-elected at the next AGM. Induction of Trustees is overseen by the Chair of Trustees. However, the Trustees are also Trustees of the CIO formed to take over the work of the Charity and management and control is exercised in that capacity. In effect the Association is now dormant except to hold assets and obligations in trust for the CIO pending completion of legal transfers.

Day to day management of the Charity's affairs and line management of staff is delegated to the Chief Officer, Mrs Tracey Hedgecox.

## Objectives and activities

Age Concern Bracknell Forest (ACBF) promotes the relief of elderly people in and around the districts of Bracknell Forest, in particular by the provision and operation of day care facilities for elderly people.

In exercising their duty, the Charity Trustees have reviewed that all of their activities have due regard to public benefit guidance published by the Commission.

The objectives and activities of the Charity are identical to those of the CIO and are fully described in the Annual Report and Accounts of the CIO.

## Achievements and Performance - for the year ending 31st March 2014

The achievements and performance of the Charity are identical to those of the CIO and are fully described in the Annual Report and Accounts of the CIO.

## Proceedings - for the year ending 31st March 2014

At an Extraordinary General Meeting on August 28<sup>th</sup> 2013, the Charity Members resolved to incorporate as a Charitable Incorporated Organisation (CIO) and approved the Constitution dated 28<sup>th</sup> June 2013. On August 30<sup>th</sup> 2013, the Trustees duly registered a CIO, number 1153607, to take forward the work of the Charity.

The Trustees subsequently took independent legal advice from Ascot Lawyers on the work to be done to complete transfer of assets and undertakings. It was explained that property, including tangible assets and funds, was now vested in the CIO pursuant to section 210(2) of the Charities Act 2011; but that liabilities are not transferred. The Charity had already continued its work but the legal position was confusing and would need to be ratified.

To make the working relationship explicit, a transfer of undertakings agreement was drafted under which charity number 265351 acts as agent for the CIO and vice versa. That document was executed in the beginning of the next accounting period and employees subsequently transferred to the CIO.

The Trustees were advised not to dissolve the original Charity in the near future and to keep its bank account open as a vehicle to receive funds. A new and separate bank account was duly established for the CIO.

The Day Centre lease is held by holding trustees on behalf of the unincorporated association and in due course that lease is to be assigned to the CIO. The CIO took out a new 5-year lease on additional office space to house staff and volunteers for the Charity's administration and events strategy, and the new office was occupied from December 2013.

## Financial review

The results for the year and financial position are set out in the Statement of Financial Activities on page 6 and the Balance Sheet on page 7.

Effectively, all funds and operations of the Charity have been transferred to the CIO and are fully reported and accounted in the Annual Report and Accounts of the CIO as though the two legal entities have always been part of the same organisation. The Policy on Reserves is also in that report.

## Plans for Future periods

The Association, Registered Charity Number 265351, will remain dormant while it is needed to hold assets in trust for or receive funds on behalf of the CIO. In particular:

- the Day Centre lease is vested in holding trustees for the Association pending assignment to the CIO; and
- whereas the bank account for the CIO is at Metro Bank of Windsor, the Association will retain its bank account at Lloyds of Bracknell for at least six months after any payments to that account have ceased.



Bob Pennell  
Chair of Trustees  
August 2014

## Independent Examiners Report to the Trustees of Age Concern Bracknell Forest

I report on the accounts of the charity for the year ended 31st March 2014 which are set out on pages 6 to 8.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Peter Sperling ACA  
P. Sperling & Co.  
1, Morlew Yard  
Marsh Lane  
Taplow  
Berkshire  
SL6 0DF



Date: 21.01.14

## STATEMENT OF FINANCIAL ACTIVITIES

	Notes	2014 Restricted £	2014 Designated £	2014 Unrestricted £	2014 Total £	2013 Total £
<b>INCOMING RESOURCES</b>						
Grants and Donations	2	0	0	0	0	91,852
Charitable Trading		0	0	0	0	93,084
Interest Received		0	0	0	0	36
<b>TOTAL INCOMING RESOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>184,972</b>
<b>RESOURCES EXPENDED</b>						
Direct Charitable Expenditure	3	0	0	0	0	120,012
Administration and Advisory Services		0	0	0	0	31,773
<b>TOTAL RESOURCES EXPENDED</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>151,785</b>
<b>SURPLUS / (DEFICIT) FOR THE YEAR</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>33,187</b>
<b>TRANSFER TO THE CIO, REG. CHARITY NUMBER 1153607</b>	4	<b>(1,208)</b>	<b>(30,007)</b>	<b>(129,998)</b>	<b>(161,213)</b>	<b>0</b>
<b>BROUGHT FORWARD 1st APRIL 2013</b>		<b>1,208</b>	<b>30,007</b>	<b>129,998</b>	<b>161,213</b>	<b>128,026</b>
<b>CARRIED FORWARD 31st MARCH 2014</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>161,213</b>

The notes on page 8 form part of these financial statements

**BALANCE SHEET AS AT 31st MARCH 2014**

	Notes	2014	2013
		£	£
<b>FIXED ASSETS</b>			27,052
<b>CURRENT ASSETS</b>			
Amounts Due and Prepayments		0	0
Cash at Bank and in Hand		0	136,027
		<u>0</u>	<u>138,027</u>
<b>CREDITORS</b>			
Amounts falling due within one year		0	3,866
		<u>0</u>	<u>3,866</u>
<b>NET CURRENT ASSETS</b>		<u>0</u>	<u>134,161</u>
<b>TOTAL ASSETS LESS LIABILITIES</b>		<u>0</u>	<u>161,213</u>
<b>CHARITY FUNDS</b>	4		
Restricted Funds		0	1,208
Designated Funds		0	30,007
Unrestricted Funds		0	129,998
		<u>0</u>	<u>129,998</u>
<b>TOTAL CHARITY FUNDS</b>		<u>0</u>	<u>161,213</u>

The notes on page 8 form part of these financial statements

**Accounts approved by Trustees**



.....

Bob Pennell

August 2014



.....

Allan Emmett

August 2014

## **NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31st MARCH 2014**

### **1. ACCOUNTING POLICIES**

#### **Basis**

The accounts have been prepared under the historical cost convention and in accordance with

- Accounting by Charities - Statement of Recommended Practice (SORP 2005);
- and with Financial reporting standards for Smaller Enterprises (FRSSE);
- and with the Charities Act 2011

The Charitable Incorporated Organisation (CIO) 1153607 was registered on August 30<sup>th</sup> 2013, to take forward the work of the Unincorporated Association registered number 265351. Assets, liabilities and funds of the two charities are combined and are effectively transferred to the CIO. This is further explained in the introduction to the Trustees Annual Report.

The accounts of the CIO are presented as though the two legal entities have always been part of the same organisation and are comparative with previous years of operation of the charity.

### **2. INCOMING RESOURCES**

All Incoming resources are attributed to and included in the financial statements of the CIO

### **3. RESOURCES EXPENDED**

All resources expended are attributed to and included in the financial statements of the CIO

### **4. CHARITY FUNDS**

All Charity funds have effectively been transferred to the CIO